

CLASS TITLE:**DEPUTY ADMINISTRATOR
(DIVISION OF SERVICES
FOR THE BLIND AND VISUALLY IMPAIRED)****Class Code: 02502100****Pay Grade: 33A****EO: A****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To be responsible for assisting in the administration, coordination and direction of a state program of vocational rehabilitation, business enterprises, social services, and other related rehabilitative services for the blind and visually impaired; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed through written reports, as well as conferences for conformance to agency objectives and standards.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and reviews the work of a professional and clerical staff engaged in carrying out a program of multiple rehabilitative services provided to the blind and those visually impaired.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting in the administration, coordination, and direction of a state program of vocational rehabilitation, business enterprises, social services, and other related rehabilitative services for the blind and visually impaired.

To be responsible for evaluating and monitoring the effectiveness of the various vocational rehabilitative programs and services administered and to recommend changes and modifications to improve the functioning of such programs and services.

To assist in the development and implementation of agency policies, procedures, rules, and regulations in conjunction with federal and state regulations for the delivery of effective rehabilitative services.

To collect, analyze, and prepare statistical and technical reports relative to the functions and objectives of the agency.

To conduct hearings with clients to clarify and resolve matters regarding programs and services.

To be responsible for assisting in developing a sound and efficient public relations program for the purpose of providing useful information to improve public understanding of agency services and objectives.

To be responsible for assisting in the preparation of the annual budgets, federal and state, for the Division of Services for the Blind and Visually Impaired.

To maintain satisfactory professional relationships with local press and media representatives, as well as various community organizations interested in the programs and services of the agency.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of rehabilitation and the approved methods, practices, and procedures with specialized knowledge regarding services for the blind and visually impaired; a thorough knowledge of the provisions of the federal and state laws relating to the services for the blind program; the ability to assist in and facilitate the administration of a statewide program of rehabilitation services for the blind and visually impaired; the ability to plan, organize, direct,

coordinate and supervise the work of a professional and clerical staff engaged in administering a program of services for the blind and to evaluate such services for effectiveness and efficiency; the ability to prepare statistical and technical reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a master's degree in the rehabilitation field, or social work; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in a public or private social agency engaged in providing rehabilitative services to the blind and visually impaired.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 13, 1985

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